

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, Chairman

William Eckler, Vice Chairman

Susan G. Crowe

Eddie Holland

Roger Richard

Carl Classen, County Manager

Hazel S. Haynes, Clerk to the Board

Richard Williams, County Attorney

April 20, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending April 20, 2012**

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Board of Elections:

Over the last two weeks, the Elections office staff has put in a lot of extra hours and effort getting ready for the Primary election. Six staff members have worked a total of 426 hours testing equipment and hopefully will be finished at the end of this week. Since the last report, we have mailed out 35 absentee ballots. Through the close of books on April 13th we processed 112 new voters, 20 duplicate voters and 55 changes of information. We worked this week to get the Office set up to begin Early Voting on the 19th. We also held training for poll workers on Monday and Wednesday nights this week.

Building Inspections:

Staff is continuing to receive and review multiple plans for construction at Horsehead. The Residential Code Books have now officially arrived. We are anticipating the start of our newly hired Fire Inspector on April 30. Additionally, Facebook held a Grand Opening ceremony for building 1 on Thursday, April 19th.

Clerk to the Board:

Recommended budget for Fiscal Year 2012-2013 will be presented to the County Commissioners on May 7. Meetings are scheduled during the month of May with the Board of Education and with Isothermal Community College Board of Trustees. These boards will present their budget to the County Commissioners at that time. Budget workshops are also scheduled during the month of May. A public hearing on the budget will be held at the June meeting. Several County Commissioners are on the Board of E&R. They will begin meeting shortly also.

Cooperative Extension:

The County Extension Director took part in the interview process for the WNC Livestock Specialist position. He also worked on identifying and securing an alternate location for the 2012 Rutherford County Farmer's Market, as well as, attended the Foothills Connect Board Meeting. The Director also attended a one year celebration/reception for the WNC Regional Livestock Center in Canton and continues to assist Rutherford County citizens through farm visits, telephone calls, email, and office visits. The Family and Consumer Sciences agent taught a weight management class, facilitated a ECA cultural arts contest, submitted a monthly news column, and taught middle school nutrition classes. The 4-H Youth Development agent planned and organized a 4-H yard sale fundraiser, raising \$540 to go toward 4-H Camp and Congress Scholarships. Staff also held an educational exhibit at KidSenses. The 4-H County Council met and planned upcoming 4-H events. Additionally, seven youth and two adults worked on roadside clean-up for a total of two

hours and a total of 10 hours of 4-H Health Rocks Curriculum has been implemented at Chase Middle School, reaching 125 students. Health Rocks is a national 4-H curriculum that teaches about the dangers of tobacco, alcohol and illegal (prescription and non-prescription) drug use. The 4H Agent also attended a Carolina Poultry Club Board of Directors' meeting in Marion. The Agricultural agent continues networking with GRG Children's Garden & Career Day at Lake Lure Academy. The new EMGV Class continues weekly through May 17th. The agent made 187 contacts.

County Manager:

The County Manager held several meetings this week. First, the Manager met with Solid Waste Director James Kilgo to discuss customer service at the Convenience Centers and the duties of the Litter Control position. He then attended a Kiwanis meeting and a meeting regarding the Farmer's Market location. The Manager also hosted a Media Discussion allowing members of the media to come and ask questions regarding County issues. Mr. Classen had an introductory meeting with Faye Hassell of United Way and held a meeting with Facebook representative Brad Davis. Later in the week, Mr. Classen attended an EDC meeting and an EDC Selection group meeting. The Manager has been working with staff members preparing to begin data input on the budget message and arranging budget meetings with the Board of Commissioners. The staff of the Manager's Office was invited to attend a BBQ at Facebook (Pig Pickin). Lastly, the Manager met with the Mental Health Grant Committee to review Behavioral Grant Funding.

Economic Development:

After enjoying the long Easter weekend, the EDC staff hit the ground running with numerous meetings, prospective project site visits, EDC Board meeting and attendance of the Grand Openings at Rutherford Pediatric Clinic and Facebook - all in the last two weeks! Staff also compiled a comprehensive data site package that was sent to Advantage West, our regional partnership, as well as completing a detailed review and update to our Project Management system. We are very pleased to say that our office successfully completed all grant closeout documents for the NC Rural Center with regards to a local project that met 100% of the requirements for job creation. In addition, several project inquiries were promptly answered as we continue to work on six active projects considering Rutherford County.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 151 calls. EMS staff conducted monthly educational training for emergency personnel and conducted employee orientation for newly hired EMS employees. The staff also participated in a planning meeting of the EMS Training Team to plan future EMS training events. The **Emergency Management** staff conducted a missing person search, attended The Western NC Association of Fire Fighters meeting, and talked with OSFM concerning contracts and resolutions.

Finance:

The Finance Department continues to work closely with the County Manager on current projects. The Finance Department is working with the County Manager on preparation of the FY2012-2013 budget including capital, line item requests and other budget information.

Human Resources:

The Human Resources Department continues to update files for changes for the State Health Plan. The HR Director and the EDC Selection Committee continue meeting to review applications for the EDC Director. The HR Department has been meeting with different department heads to discuss budget related items as the budget process has begun.

Information Resources:

IT support continues for all county departments with 624 desktops and laptops, 45 servers (both physical and virtual), plus 16 fire department locations and 10 wireless hotspots.

Library:

April is volunteer appreciation month and the County Library is celebrating the volunteers that give so much of their time in helping us keep our DVD's in order and staffing our book sales for 3 days in the spring and again in the fall. We have added pictures of these fabulous people on our webpage: <http://www.rutherfordcountylibrary.org> and from there you can

click to see our pictures on Facebook. Also, we have recently added 25 new music CDs and 19 new DVDs. Drop by the library to see these new acquisitions and to apply for a library card if you don't have one.

Planning/Parks and Recreation:

The Maintenance Department helped prepare the Courthouse and adjacent property for Rutherfordton's 225 Celebration. The Planner in consultation with the County Manager has contacted Arborist to get information on the tree on the Courthouse lawn. The Planning Department has held several meetings this week regarding Bechtler Mint site plans, communication with Leadership Rutherford reference continued work on Honeysuckle Park, and attended new GIS mapping software training. the Planner also spoke with the NC Wildlife regarding river access progress on River Road bridge, as well, as facilitated the County's Planning Commission meeting focusing on Greyrock's next steps. Also, participated in a medication with Lexon Bond Company regarding Queens Gap development.

Register of Deeds:

The Register of Deeds office had an active week with 363 transactions collecting \$14,225.

Senior Center:

The Senior Center had a productive season with Income Tax Volunteers. The total acknowledgements from TWO (Tax WiseOnline System) showing 724 served. Thanks to the Tax Volunteers tax returns showed a 15%-25% increase.

Sheriff: March Monthly Report

Calls for Service:	634
Warrants Served/Total Arrest:	207/348
Domestic Calls:	348
Involuntary Commitments/Hours.:	6/4.50 Man Hrs.
Civil Papers Served:	407
Exparte's Served:	17
Evictions:	8
Animals Pickup/Surrender:	331
Animals Returned to Owners or Rescued:	191
Animal Control Calls for Service:	183
New Cases Assigned to Detectives:	212
Pill Drop Collections:	38,753 Doses Units
Average Daily Inmate Confinement:	222
Gun Purchase Permits Issued:	235
Carry Concealed Permits Issued:	30
Project Lifesaver Clients/Contact Hours:	14/10.0 Man Hrs.
Registered Sex Offenders/Contact Hours:	180/30.0 Man Hrs.

2012 Mandatory Long Gun Qualification will begin in the month of May, as required by Standards. 2012 Mandatory Communications (911) In-Service Training began March the 8th 2012 as required by Standards. All Classroom training will be completed April 27, 2012.

Please join us in congratulations to: Reserve Officer Christopher Lee, new full-time employee assigned Courthouse Security. Detention Corporal T.J. Boykin, promoted to Detention Sergeant and Patrol Officer Josh McCraw, promoted to Narcotics Detective.

Social Services:

Director John Carroll and Assistant Director Lorie Horne attended a legal conference for DSS Directors and Managers at the School of Government at UNC-Chapel Hill on Tuesday April 10. The conference focused on current legal issues confronting social services departments, including Americans with Disabilities Act, Public Guardianship, Confidentiality Issues, Responsible Individuals List and Human Resources best practices. On Wednesday they attended various meetings in Raleigh surrounding current issues in Adult and Children's Services. The DSS Board held its regular monthly

meeting on Wednesday April 18th at 8:00 am. A committee of DSS staff presented a proposal to restructure the Child Protective Services afterhours responsibilities. The Food and Nutrition Services Caseworkers, attended training this week in Hickory in preparation for North Carolina Families Accessing Services through Technology (NC FAST). Income Maintenance Supervisors and Management participated in a bi-weekly webinar. NC FAST is a program designed to improve the way NC county departments of social services do business by introducing new technological tools and business processes that will enable workers to spend less time on administrative tasks and more time assisting families. Rutherford County DSS is scheduled to go live with NC FAST in October 2012. The selection and interviews process continues this week for several vacant positions within the agency.

Soil and Water:

The staff prepared and presented an Earth Day Lesson for Kindergarten students at Ellenboro Elementary. Staff continues working with Rutherfordton Elementary on information needed for the Outdoor Environmental Learning Center, as well as, preparing minutes for April District and Farmland meetings. The Soil and Water Technician consulted with land owners and engineer on micro-irrigation and is preparing to complete spot checks. Staff continues to work on a solid waste lagoon closure, start and complete stream bank projects, finalized engineering on Rutherford Walk Trail, took new applications and putting them into contracts, and inspection of ongoing projects.

Solid Waste:

The County Landfill served 390 customers, hauled 68 loads from the convenient centers and sent 35 loads to Lenoir. The Solid Waste Director attended a disaster relief training course in Shelby. Interviews were conducted for floaters for the convenience centers. Work also continued on a grant application from the state for a concrete pad for metals and white goods. The Solid Waste Director and Litter Control Officer met with the County Manager to review the Litter Control duties as well as developed a warning ticket for violators of the littering laws and ordinances. The office staff created a tri-fold handout that will be placed at the convenience centers stating the landfill hours, convenience center hours, addresses, phone numbers, maps, and additional information.

Tax:

The Collections Office worked with the Sheriff's Department and conducted foreclosure sales on 7 properties. Four of the properties sold on the courthouse lawn. Three did not sell; however, staff contacted people who had previously stated an interest in purchasing foreclosed properties which resulted in adequate bid on those properties as well. The staff also completed 13 bank attachments and has garnished employees at 31 businesses. Work has begun reviewing accounts and combining motor vehicle accounts to send out debt set off letters. Six new bankruptcies and 8 discharges were also processed. **The Appraisal Department** in the last two weeks received 68 new informal appeals bringing the total informal appeals received to 2625. Also received were 6 formal appeals. The staff assisted 5 citizens with the Present Use Program, and answered 98 phone inquiries. Staff also mailed 253 informal appeal notices and 20 Board of Equalization and Review appeal forms. **GIS/Mapping/Land Records/Addressing** in the last two weeks answered 265 phone inquiries assisted 77 taxpayers, issued 6 pre-permits, and reviewed 1 plat. The IT Department has the new GIS server installed and GIS software upgrade is complete. Two projects are currently in progress. Land Records printed 100 newly recorded deeds, transferred 66 deeds, transferred 2 by will or estate and set up 35 new accounts. GIS completed 9 splits, 2 merges, 4 acreage adjustment, created 4 new maps and sent 2 data requests. The addressing department assigned 2 new addresses, created 1 new centerline, updated 58 addresses, and installed 13 new road signs and maintenance on 4.

Tourism:

The TDA staff has finished work on another VIN site; The Bechtler House Museum and Visitor Center. The open house on Saturday, April 14th was a huge success. The TDA is in the final stages of a mobile visitor center and plans for completion are within the next couple of weeks.

Transit:

This past week, Transit drove 9,947 miles, transported 1,042 passengers and collected \$13,294 in revenue. There were two minor safety violations which have been addressed. One random drug and alcohol test was completed per NCDOT guidelines. Staff worked with the Senior Center to adjust take home times for passengers to allow better efficiency at Transit and allow passengers to enjoy more time at the Senior Center in the afternoons. The Director also met with DSS

and the HR Director to continue collaborations on Medicaid changes. The Director also submitted an RFQ for approval by NCDOT for new vehicle radios.

Veterans Office:

The staff made 154 veteran contacts this week. They also had 74 telephone interviews, with 42 mail-outs for veterans to complete documents and requests for service. The Veterans Office also gave out food from the food pantry.

Special Recognition Highlights

Relay for Life is kicking off with our first fundraiser in process. Please remember to order your hanging baskets by April 30. They make great Mother's Day gifts.